



"THERE ARE NO SECRETS TO SUCCESS: Don't waste time looking for them. Success is the result of perfection, hard work, learning from your mistakes, loyalty to those for whom you work, and persistence."

General Colin Powell

Purchasing Update

Division of Purchasing, Idaho Department of Administration

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Local Training Opportunities

The Division of Purchasing is pleased to announce the following purchasing training seminars. These programs are offered at *no cost* to all state employees and public purchasing, contracting, and materials management personnel. These seminars will be held in the Boise area and will be presented by Idaho Division of Purchasing staff.

Seminar register is available online at:

<http://www2.state.id.us/adm/purchasing/registrationform.htm>

August 20, 2003 - Introduction to Public Purchasing (3-4 hours). This seminar will present an overview of public purchasing basics designed for the new state employee and any employee who is not familiar with how public purchasing differs from the private sector. It contains information on competitive bidding, purchasing limits, delegated authority, contracts, and purchasing ethics. The target audience is new state employees, persons who supervise purchasing activities, and employees charged with purchasing for their agency, regardless of their job title.

September 24, 2003 - Developing and Evaluating a Request for Proposal (5-6 hours). This seminar will examine what an RFP is, how it is used, how it is constructed, the evaluation process, and will provide a basic outline or "model" RFP for agency use. Target audience is anyone who has a need to develop, examine, approve, or evaluate an RFP.

October 22, 2003 - Writing Effective Specifications (3-4 hours). This information is designed to assist agencies in writing effective specifications. It includes definitions of several types of specifications, where to go to collect information, and guidelines for producing a basic specification outline. Target audience is anyone who has to develop specifications, from buyers to end-users.



NIGP Training – General Public Procurement

The Idaho Division of Purchasing has contracted with the National Institute of Governmental Purchasing (NIGP) to present the seminar *General Public Procurement*. This is a 3-day seminar and will be held in Boise on October 1-3, 2003. This seminar is designed to teach the basics of public purchasing and contracting to personnel at the buyer level. Participants will be introduced to the

bidding cycle, which includes recognizing the requirement and following through to disposition. Students will learn techniques to make the procurement function efficient and practical.

Who Should Attend? All public officials who purchase goods and/or services for governmental units. It is particularly designed for the individual with 0 to 3 years experience. However, all purchasers are encouraged to participate and others interested in obtaining purchasing knowledge. This program is open to all public purchasing, contracting, and materials management personnel including federal, state, county, municipal, public schools, colleges, universities, hospitals, commissions, authorities, and any other political subdivisions of the State. Cost for this seminar is \$450.

Seminar Outline:

- Introduction to Public Purchasing
- Legal requirement
- Specifications and Standards
- Purchase Methods
- Competitive Bidding
- Administration of Purchase orders and Contracts
- Salvageable Materials
- Documenting and Reporting
- Introduction to Grants
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Register online at:

<http://www2.state.id.us/adm/purchasing/NIGPregistration.htm>



New Policy Directive for Educational Discounts

Effective July 1, 2003, the Division of Purchasing issued the following Policy Directive for schools, colleges, universities, and other educational institutions pertaining to educational discounts.

POLICY DIRECTIVE NO. 03-1

EFFECTIVE JULY 1, 2003

Pursuant to Idaho Division of Purchasing Rule 42.10 (IDAPA 38.05.01.42.10), a determination has been made that competitive solicitation procedures are impractical, disadvantageous, and unreasonable when applied to:

1. Special educational discounts offered by vendors exclusively to schools, colleges, universities, and other educational institutions where the property is for the express purpose of educating students. Property includes, but is not limited to such things as computer software and hardware, audio, video, or printed publications, testing and instructional equipment and related supplies, or other specialized training equipment and supplies.

2. This exemption from competitive solicitation is limited to the delegated purchasing authority of the educational institution and shall in no instance exceed \$50,000 without written approval from the Division of Purchasing.

The requirement for competitive solicitations pursuant to statute and rules for these purchases is waived. Purchasers are cautioned to use prudent business judgment. The goal is to maximize the value of the benefit commensurate with the degree of effort, time available, and price reasonableness.

This exemption shall be effective until this policy directive is rescinded or replaced.



Contract Updates

PROPANE - Effective July 1, 2003, new contracts for Propane were awarded. Contract SBPO1120 with Amerigas Propane, LP covers agencies in Zones 1 and 2. Contract SBPO1121 with Heritage Operating, LP, dba V-1 Propane covers agencies in Zones 3, 4, 5, and 6. The contracts are good through June 30, 2005 and are subject to four additional one-year renewals after that.

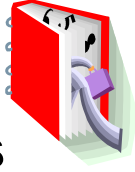
LABORATORY SUPPLIES AND EQUIPMENT - Contract SBPO1118 was awarded May 2, 2003 to Fisher Scientific LLC with an effective date of March 3, 2003. This contract resulted from a multi-state effort and is thus a Western States Contracting Alliance (WSCA) contract.

OFFICE SUPPLIES - Contract SBPO1106 with Boise Office Solutions has been amended effective July 1, 2003 to reflect some minor items requiring part number changes. Revised E-Z Order guides and an Internet Ordering Guide have also been posted to the Division of Purchasing website.

CELL PHONES - While it's taken much longer than anticipated, the first of the new cell phone contracts based upon the Western States Contracting Alliance (WSCA) bid is now complete, in place, and ready for agency usage.

The contract is with **Verizon Wireless, Contract SBPO1138**. Agencies are strongly urged to view the contract documents as listed on our web site. There are some "fine print" items that agencies should be aware of as they contemplate plans. The contract is available on the purchasing website at the Statewide Contract Listing link. The pricing listed is "retail" pricing - Idaho's discount is 14%.

We are still working on contracts with Nextel, Sprint, and AT&T Wireless. Contractual issues have proven more formidable than anyone anticipated. You will be notified when additional cell phone contracts are available.



Publication Revisions

The *Small Purchases Guide* has been revised. Information on delegated authority and leases has been revised and new information on educational discounts and payment terms has been added.

Chapter 11, Contracts, Price Agreements, Leases in the *Purchasing Reference Guide* has been revised to accurately reflect multiple year contracting for agencies with delegated purchasing authority.

The *Agency Purchasing Report Form* in *Chapter 22, Reporting Purchases* in the *Purchasing Reference Guide* has been revised. It is also now available on the website as an Excel spreadsheet that may be downloaded.

Chapter 7, Request for Quotations – Small Purchases, Chapter 8, Invitation to Bid, and Chapter 18, Exceptions to Bidding in the *Purchasing Reference Guide* have all been updated to accommodate recent changes in multiple year purchasing authority and Policy Directives.

A new *Cover* for the *Purchasing Reference Guide* is also available for download for those of you that want to keep an updated hard copy of the guide.

These revised documents may be viewed or downloaded at:

<http://www2.state.id.us/adm/purchasing/purpubs.htm>

Purchasing Update is a newsletter for the **Department of Administration, Division of Purchasing** designed to provide purchasing information to state and public agency purchasing personnel. Anyone wishing to contribute information and ideas for future articles; has questions regarding state purchasing issues; the **Division of Purchasing** mission or activities, please contact Frank Pierce at (208)-327-7322 or fpierce@adm.state.id.us